



Outdoor Play Canada

Breath of Fresh Air Outdoor Play Summit Organizing Committee

Terms of Reference

1. PURPOSE

The purpose of the Breath of Fresh Air (BoFA) Outdoor Play Summit Organizing Committee is to support Outdoor Play Canada (OPC) in the organization of the biennial BoFA Outdoor Play Summit.

2. TERMS

The term for each member of the BoFA Summit Organizing Committee is eighteen months starting 16 months before the BoFA Summit and expiring two months after the Summit is held.

3. MEMBERSHIP

The BoFA Summit Organizing Committee will comprise the Chair (appointed by the Board), OPC Executive Director, at least five additional members, and a support person from OPC.

4. ROLES AND RESPONSIBILITIES

The BoFA Summit Organizing Committee will assist the OPC staff by developing, coordinating, and executing Summit organizational activities and will be responsible for the following:

- Developing a Summit theme
- Booking the Summit location and date
- Organizing the structure of the Summit
- Booking speakers, including a keynote speaker, booth presenters, and workshop speakers
- Developing a budget and registration fees for the Summit
- Organizing a group rate for Summit accommodation
- Organizing Summit meals via a catering service
- Renting Summit equipment and services (e.g., tables, chairs, stage, lighting, internet service, power)
- Organizing and promoting OPC Award nominations and assembling an Award Selection Committee
- Securing sponsorships and grants
- Collaborating with the Communications Committee to promote the Summit via BoFA print and electronic communications, including within the OPC newsletter, social media, website and network partner communications

The Chair will be appointed by the OPC President following recommendation from the Board.

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5. MEETINGS

Meetings will be held on an as-needed basis (but no less than once per month within 12 months of an upcoming BoFA Summit) via Zoom or equivalent. More frequent communication among committee members will occur through email on an as-needed basis. Meetings will be chaired by the Chair of the Committee (or designate). A meeting quorum will be a simple majority of existing members of the BoFA Summit Organizing Committee. Decisions will be made by consensus. If not possible, a simple majority vote will prevail. Under the direction of the Chair, the support person will coordinate meetings, agendas, minutes and provide other administrative support as required.

6. BUDGET

The committee has no budget per se. All initiatives and suggestions that have associated costs will be brought to the Board of Directors for approval, including the proposed budget for the BoFA.

7. AMENDMENT, MODIFICATION, OR VARIATION

These Terms of Reference may be amended, varied, or modified through a motion made to the OPC Board of Directors.